BILLINGS GAZETTE COMMUNICATIONS
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Managed By: Pillar EVENT SERVICES, INC.

# 33rd Annual Holiday Food & Gift Festival

November 10 &11 2018

HolidayFoodandGiftFestival.com

Business Name:_____

_____

Contact:_____

Phone:___(_____)_____

Email:_____

Mailing Address:_____

_____

City:_____

State:_____Zip:_____

Facebook:_____

[ ] Check box if you prefer setup materials mailed rather than emailed.

Exhibitor agrees to all show terms and conditions:

***_____

**Exhibitor Authorized Signature Required**

Date:_____

_____

Show Management **Authorized Signature**

**Prior to May 1, 2018**

**10' x 10' Booth Includes Pipe & Drape**

| | |
|---|---|
| ~~[]Single Booth - Booth space only—no corner~~ | ~~$300~~ |
| ~~[]Double Booth - Booth space only—no corner~~ | ~~$525~~ |
| ~~[]Corner Booth Premium~~ | ~~$50~~ |
| ~~[] 8' Table and 2 chairs (Table covering not included)~~ | ~~$15~~ |

**After May 1, 2018**

**10' x 10' Booth Includes Pipe & Drape**

| | |
|---|---|
| []Single Booth - Booth space only—no corner | $325 |
| []Double Booth - Booth space only—no corner | $575 |
| ~~[]Corner Booth Premium~~ SOLD OUT | ~~$50~~ |
| [] 8' Table and 2 chairs (Table covering not included) | $15 |

**Extras**

| | |
|---|---|
| [] Additional 8' Table $15 each | Qty_____ |
| [] Additional Chairs $.00 each | Qty_____ |
| [] Table Skirt $15 each | Qty_____ |
| [] 110v Electric $45 per 10' space | Qty_____ |
| [] 220v Electric $65 each plug-in | Qty_____ |

Registrations must be received by October 1, 2018 to be included in any advertising.

For more information visit:
www.holidayfoodandgiftfestival.com

Special Request/Booth Needs:_____

_____

_____

*Required: List all retail products to be sold.* Please provide a brief description of your booth:_____

_____

_____

_____

_____

_____

**Exhibitor Total:** $_____

**Deposit Paid:** $_____

**$200 will reserve your space for 2018**

Must be paid in full by October 1st or a $50 late fee will apply

**Balance:** $_____

Booth fees and deposits are non refundable

**Payment**

[] Check (Payable to Pillar Event Services, Inc.)

[] Visa [] MC [] DSCVR [] AMEX

Card #:_____

Name on Card:_____

Expiration Date:_____CCV#:_____

Make Checks Payable to:

**Pillar Event Services, Inc.**
P.O. Box 46
Billings, MT 59103
**406-861-3931**
**pillareventservices@gmail.com**

**Booth Space will be considered on a First-Come, First-Served Basis**

**Advertising** - Billings Gazette Communications will publish an event program for circulation at the show and in The Billings Gazette Newspaper.

Please contact the show office for additional advertising opportunities.

Application & booth payment must be received by the show office to be considered

USE OF SPACE- The Exhibitor is entirely responsible for the space leased and shall not injure, mar, or deface the premises. The exhibitor shall not drive, nor permit to be driven, any nails, hooks, tacks, or screws in any building and adjacent areas, including outside surfaces. Furthermore, Exhibitor shall not affix to the walls, posts, poles, columns or windows of the building any advertisement, signs, etc, or use any adhesive-type materials on painted surfaces. The Exhibitor agrees to reimburse the facility, and/or decorator, for any loss or damage to the premises or equipment occurring in the space leased to the Exhibitor. Show Management and their sponsors shall not be liable for failure to perform their obligations under this contract as a result of strikes, riots, acts of God, or any other causes beyond their control.

AISLE SPACE - The aisles, passageways, and overhead spaces remains strictly under the control of the Management. No signs, decorations, banners, advertising matter or special exhibits will be permitted in aisles except by special written permission of the Management. All exhibits and personnel must remain within the confines of their own space and no Exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, occasion injury, or disadvantageously affect the display of other Exhibitors. No interference with light or space of another Exhibitor is permitted.

EXHIBIT SPACE - This contract granted herein, cannot be assigned sublet or otherwise disposed of without written consent of the Management SUB-LEASING IS STRICTLY PROHIBITED. If exhibit space is not open and ready for business by 9:00 a.m. the day the show opens, this Contract shall be null and void; all monies paid shall be forfeited, any rental balance owing to Management shall be paid upon demand, and the space will be available for sale to another party.

EXHIBIT CONTENT & MANNER OF USE - All personnel, merchandise and equipment must remain inside the assigned space.

SOLICITING IN OTHER AREAS OUTSIDE OF YOUR SPACE IS STRICTLY PROHIBITED - No PA system, loud speaker, amplifier, broadcasting device, music, or other objectionable method shall be used by the Exhibitor or his/her employees if it interferes with other Exhibitors or the Management, its employees or patrons. Violators are subject to contract cancellation, forfeiture of space rental fees, immediate removal from the grounds and will not be offered a contract the following year.

RESTRICTIONS - All products/services in the space occupied by the Exhibitor shall be listed. ONLY PRODUCTS/SERVICES ON THIS AGREEMENT MAY BE SOLD OR DISPLAYED. The Management reserves the right to restrict or remove exhibits without refund that may have been falsely entered, or may be deemed by the Management as unsuitable or objectionable. This restriction applies to noise, PA systems, persons, animals, birds, pop caps, fireworks, conduct, printed matter or anything of a character that might be objectionable to the show or Management.

OFFENDERS - The violation of any of the terms and agreements hereof shall, at the discretion of Management, cause the whole amount of the contract to become due and work an immediate revocation and forfeiture of all rights and privileges herein granted to Exhibitor; and in the event of such breach of said Exhibitor, and such election by the Management, any and all sums paid or contracted to be paid under this contract to Pillar Event Services, Inc. shall be and become the property of the Management as liquidated damages for said breach.

FLOOR PLAN - is subject to necessary modification without notice.

DRAWINGS/GIVE-AWAY PROGRAMS/CONTESTS/RAFFLES - Any drawing, give-away program, contest or raffle conducted by the Exhibitor MUST BE HELD PRIOR TO TERMINATION OF THIS CONTRACT. Names of any drawing/give-away program/contest winners are to be submitted to the Management upon completion of said drawings, give-away programs and contests.

RULES FOR EXHIBITS

FIRE RULES & REGULATIONS - All rules and regulations relative to public buildings as prescribed by the Fire Prevention Bureau MUST be adhered to. All booths and decorations MUST concur with the facility regulations, City ordinances and local fire codes. Combustible exhibit and display materials must be flame retardant. Explosive materials are not allowed on the premises. Vehicles may not be operated on the premises during show hours. Gas tanks must be less than one-fourth full of gas. Tank openings must have a secure cap and be taped to prevent fumes from escaping. Battery cables must be taped to prevent contact.

SPECIAL NEEDS - Any special carpentry, wiring, electrical, gas, steam, water or drainage connection shall be installed at exhibitors expense.

LICENSES - Any and all City, County, State, or Federal licenses, inspections or permits as required by law of any Exhibitor in the installation or operation of his display shall be obtained by the Exhibitor at his own expense.

RIGHTS OF MANAGEMENT IN EVENT SHOW IS NOT HELD - Management shall not be liable for any damages or expenses incurred by the Exhibitor in the event the show is delayed, interrupted or not held as scheduled; and, if for any reason beyond the control of the Management, the show is not held, Management may retain so much of the amount paid by Exhibitor as is necessary to defray expenses already incurred by the Management.

TERMS AND CONDITIONS - The contract contains all the terms and conditions agreed on by the parties hereto, and no other agreement, oral or otherwise, regarding the subject matter of this contract, shall be deemed to exist or to bind any of the parties hereto.

SECURITY FOR RENTAL - Failure on the part of the Exhibitor to pay the rental as specified under the contract shall entitle Management to seize all merchandise, materials and exhibits displayed by the Exhibitor at the within described Show and to retain the same as security for any unpaid rental amount owing hereunder. Upon the expiration of seven days after such seizure, Management shall have the right to dispose of same without notice to the Exhibitor in such manner as Management, in its absolute discretion, deems appropriate, whether by public or private sale in the manner determined solely at Management's discretion, and without any obligation on the part of Management to affect any manner of publication respecting the date or any details of information as to when or how such sales is to be carried out.

AMENDMENTS - Exhibitor agrees to abide by decisions of the Management concerning all matters pertaining to the administration and success of the Show which are not specifically stated.

ATTORNEY FEES - In the event suit or action is brought by any party under this agreement to enforce any of its items, it is agreed that the prevailing party shall be entitled to its costs of court and a reasonable attorney fee to be fixed by the trial and appellate courts.

MEDIA - No media, TV, radio or otherwise, shall broadcast from Exhibitor's booth without express written consent from the Management.

SECURITY - The facility will be locked during the time that exhibits are not being shown. Any additional security must be arranged by the Exhibitor at his own expense, directly from the facility. Pillar Event Services, Inc., Event Sponsors, the facility management nor insurance company are financially liable for loss or disappearance of any kind. We recommend all Exhibitors contact their insurance agents to confirm proper coverage of exhibit material. Exhibitors should read carefully the coverage provided by decorators and shipping companies to determine if additional coverage is necessary.

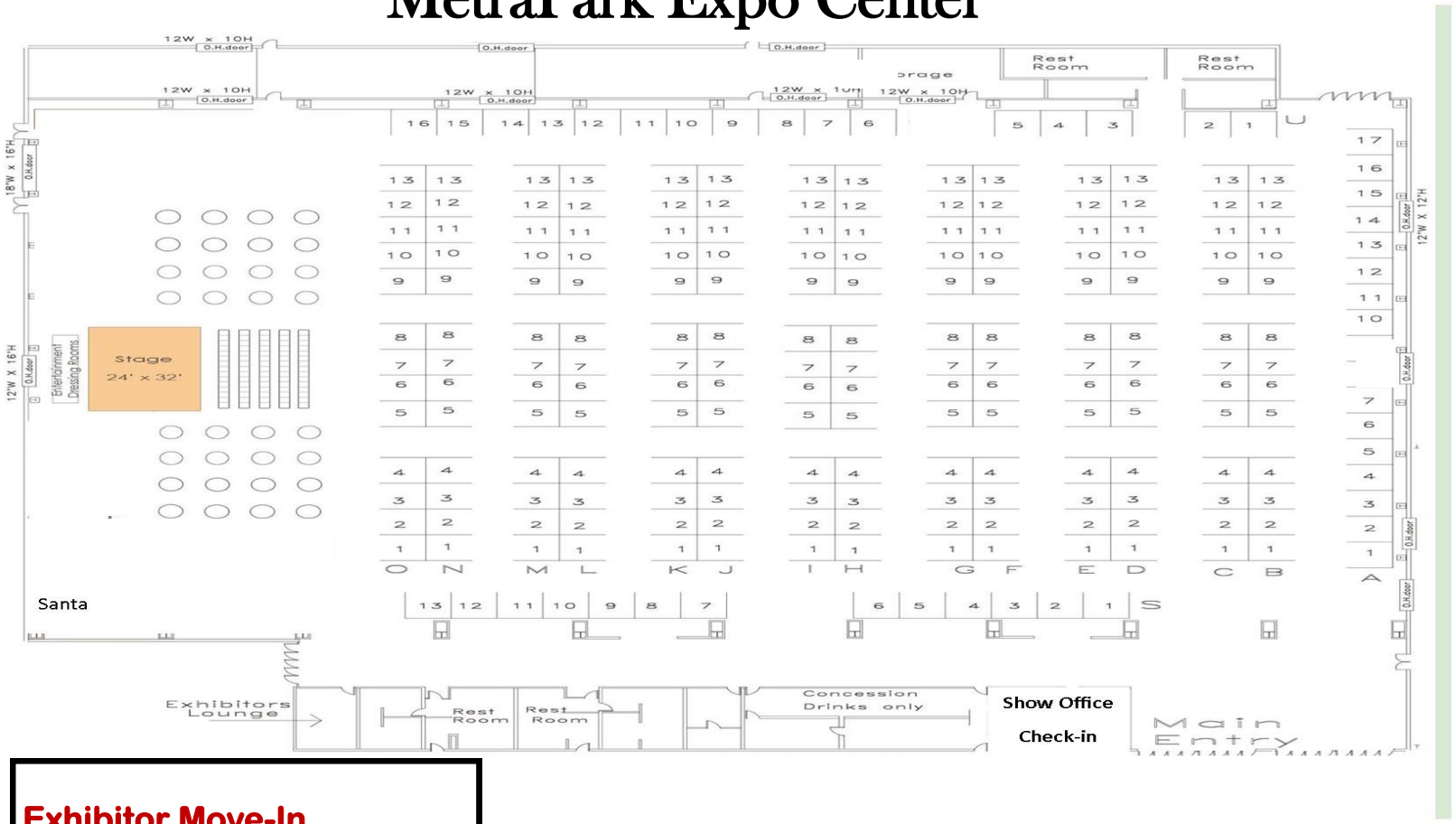
Cancellation POLICY - Any cancellation or changes must be in writing and received by our office no more than 30 days prior to show date. No refunds will be made for cancelled booths. IF THE TOTAL SPACE RENTAL CHARGES ARE NOT RECEIVED BY 30 days prior to show date, THEN EXHIBITOR MAY LOSE ANY PRIOR RIGHT TO BOOTH LOCATION.

LIABILITY - Neither the Pillar Event Services, Inc., Billings Gazette Communications, Event Sponsors, nor their representatives, nor any member of the above named will be responsible for any injury, loss or damage that may occur to the Exhibitor or the Exhibitor's employees or property from any cause whatsoever. The Exhibitor, on signing the contract, expressly releases the aforementioned from any and all claims for such loss, damage, or injury.

INDEMNITY - Exhibitor shall indemnify Pillar Event Services, Inc., Billings Gazette Communications, its Sponsors, partners and representatives against all expense or losses arising from any injury or damage to persons or property happening on or about the Exhibitor's leased space.

APPLICATIONS - Applications will be considered and space assigned on a first-come, first-served basis. This contract does not constitute or ensure space until the required booth fee is received and agreement is counter-signed by Show Management. Selection of Pillar Event Services, Inc. participants is subject to the discretion of the Show Management. Space is assigned with priority to qualified applicants with products/services, in the view of the Management, not already substantially represented in the show. Your entire booth fee is required with this application. If you are selected as an Exhibitor, your deposit will be credited to the exhibit or booth space assigned, and you will be billed for any remaining funds due. If you are not selected as an Exhibitor, your deposit will be returned to you within (60) sixty days of receipt of application. All exhibitor outstanding balances must be paid in full prior to exhibitor move-in.

# MetraPark Expo Center




**Exhibitor Move-In**

Friday, Nov. 9th: Noon-7pm

**Show Hours**

Saturday, Nov. 10th: 9am-6pm

Sunday, Nov. 11th: 10am-4pm

**Exhibitor Move-Out**

Sunday, Nov. 11th: 4pm-7pm

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